



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
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www.scag.ca.gov

I. SUMMARY

The Southern California Association of Governments (SCAG), in partnership with City of Riverside, is soliciting proposals in response to Request for Proposal (RFP) No. 19-050, Riverside Active Transportation Plan (ATP) Phase 2.

In April 2016, SCAG’s Regional Council adopted the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS): A Plan for Mobility, Accessibility, Sustainability and a High Quality of Life. The RTP/SCS is the culmination of a multi-year effort, involving stakeholders from across the SCAG Region, to guide regional planning policy through the integration of land use planning and transportation investment decision-making. For more information on the RTP/SCS, visit <http://www.scag.ca.gov/> and <http://scagrtpscs.net>.

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The Sustainability Planning Grant (SPG) Program is a key SCAG initiative for implementing the RTP/SCS, combining Integrated Land Use assistance for integrated land use and transportation planning with new Green Region Initiative assistance aimed at local sustainability and Active Transportation assistance for bicycle and pedestrian planning efforts. SPG Projects are intended to provide SCAG-member jurisdictions the resources to implement regional policies at the local level, focusing on voluntary efforts that will meet local needs and contribute to implementing the RTP/SCS, reducing greenhouse gas (GHG) emissions, and providing the range of local and regional benefits outlined in the RTP/SCS.

Consultant products for Sustainability Planning Grant projects should include, where applicable, specific, implementable guidance on RTP/SCS-supportive transportation and land use policy changes. This should include, but not be limited to, recommendations on sustainability-oriented General Plan updates, zoning code amendments, transit-oriented development (TOD) districts, main street revitalization, climate action planning, open streets events, complete-streets and active transportation planning.

SCAG, local governments and partner organizations are seeking creative and forward-thinking consultant services. Consultants will “work for” the local governments, on locally-directed projects and SCAG will be responsible for consultant costs and consultant contract management. For more information on the SCAG Sustainability Program, visit <http://sustain.scag.ca.gov>.

This RFP is one of approximately 62 projects that are part of SCAG’s Sustainability Planning Grant program and are subject to availability of funding. Please note, that some of these project RFPs may be released directly by the applicants. A list of all planned projects is included as Attachment 10.

You are prohibited from discussing any sustainability project with city or partner organization staff, as this may disqualify you from submitting a proposal.

The RFP is comprised of the following parts presented herein as Attachments:

- Attachment 1 – Proposal Information, Organization, and Content
- Attachment 2 – Scope of Work
- Attachment 3 – Proposal Evaluation Form
- Attachment 4 – Interview Evaluation Form
- Attachment 5 – Line Item Budget (Cost Proposal)
- Attachment 6 – Debarment and Suspension Certification
- Attachment 7 – Conflict of Interest Form
- Attachment 8 – Disadvantaged Business Enterprise (DBE)
- Attachment 9 – Vendor Information
- Attachment 10 – Notice Regarding California Public Records Act
- Attachment 11 – List of Sustainability Projects

II. PROPOSAL TIME LINE (Subject to Change)	DATE	TIME <small>(Pacific Standard)</small>
RFP Released	March 13, 2019	
Pre-Proposal Conference: N/A		
Deadline to Submit Questions (Sec. V)	March 25, 2019	5:00 p.m.
Posting of Answers to Questions (if any)	March 28, 2019	5:00 p.m.
Proposal Due Date	April 17, 2019	10:00 a.m.
Evaluation of Proposals	Week of April 22	
Consultant Interviews	Week of April 29	
Final Selection	May 2019	
Contract Execution/NTP	June 2019	

III. PROPOSAL SUBMISSION

Upload one (1) PDF copy of your Technical Proposal (**file cannot exceed 10MB**) into SCAG’s solicitation management system (PlanetBids) at <http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#>. Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your Technical Proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website <http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx>. Complete and upload a separate Excel file for each sub.

You **MUST** upload your submittal via PlanetBids. No other means of submission shall be accepted by SCAG. If you need assistance, contact the SCAG staff identified in Section IV below before the Due Date/Time (allow sufficient time before the due Date/Time).

SCAG must receive proposals by the Proposal Due Date/Time (time to be determined by SCAG's/PlanetBids time clock). Any proposal received after the Proposal Due Date/Time will be rejected.

All submissions are considered a matter of public record.

Note: "proposer," "consultant," and "firm" may be used interchangeably throughout this document.

IV. SCAG CONTACT

Lori J. Tapp, C.P.M., Contracts Administrator
Southern California Association of Governments
900 Wilshire Blvd., Suite 1700
Los Angeles, CA 90017
(213) 236-1957
Email: tapp@scag.ca.gov

The Contracts Administrator is the only person to contact during the selection process, and may be contacted at any time during the process.

V. QUESTIONS AND ANSWERS

Questions must be submitted in writing via PlanetBids under this solicitation number. Answers to the questions will be posted on SCAG's solicitation management system under the corresponding RFP typically no later than three (3) working days after the deadline to submit questions.

VI. PRE-PROPOSAL CONFERENCE

N/A

VII. CONTRACT TYPE

Contract Type: Firm Fixed Price

Note: If a Firm Fixed Price Contract, SCAG intends to pay upon task completion. However, firms may propose a payment schedule for SCAG's consideration. Consultants must propose in United States currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award. As directed by the Regional Council, it is SCAG's policy not to disclose a project's budget.

VIII. PERIOD OF PERFORMANCE

The estimated period of performance for this contract is 12 months.

IX. DBE PROGRAM

This procurement does not require DBE participation and there is no specific numerical DBE goal assigned to this project. However, proposers are encouraged to make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers, and suppliers on this project. See Attachment 8 for additional information.

X. SELECTION PROCESS

1. Proposals will be ranked in accordance with the criteria described in Attachments 3 and

Attachment 4.

2. Proposers may or may not be invited for an interview.
3. SCAG does not reimburse proposers for any cost of proposal preparation (including but not limited to parking, printing, postage, travel, etc.), even in the event of RFP cancellation.
4. Communication between the proposer and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.
5. SCAG shall award the contract for this RFP to the firm that it deems to have provided the best value to SCAG or the firm SCAG deems to be the best qualified for contract award (or both).
6. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.
7. All proposers should be aware of the Insurance Requirements for contract award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG's website at: <http://scag.ca.gov/business/> under Section 43 of SCAG's Contract Template.

Endorsements for the following are necessary as a part of meeting the insurance requirements:

- Commercial General Liability
- Business Auto Liability
- Workers' Compensation/Employer's Liability

Endorsements shall include:

- Additional Insured
- Primary, Non-Contributory
- Waiver of Subrogation
- Notice of Cancellation

THE ENDORSEMENTS TO ALL OF THE POLICIES MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE.

8. The successful proposer will be required to sign SCAG's standard Contract Template (available at <http://scag.ca.gov/business/>) in order to receive the contract award. **Proposer must identify in their proposal the specific requested modification(s), if any, to the terms and conditions in SCAG's Contract Template.** Any request to modify the terms and conditions must also include an explanation or reason for the proposed change. **If the proposer does not include the specific requested modification(s) along with the explanation or reason for the proposed change at the time they submit their proposal, SCAG shall not consider, review, allow or accept any deviation from the terms and conditions of SCAG's Contract Template.** If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer.

Please be advised that, SCAG may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:

- 10. Invoicing for Payment
- 11. Invoicing Format and Content
- 15. Penalty
- 18. Work Products and Related Work Materials
- 19. Ownership, Confidentiality, and Use of Work Products
- 27. Indemnity
- 43. Insurance

CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION.

- 9. **SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31 or successors there to.**

XI. SCAG RIGHTS

- 1. SCAG reserves the right to:
 - A. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP;
 - B. Disqualify any and all proposals that don't comply with SCAG's Conflict of Interest Policy;
 - C. Reject any and all proposals submitted;
 - D. Waive what SCAG deems to be a minor irregularity in a firm's submission;
 - E. Request additional information;
 - F. Award all or part of the work contemplated in this RFP;
 - G. Remedy errors in the RFP;
 - H. Cancel the entire RFP;
 - I. Issue subsequent RFP;
 - J. Approve or reject the use of a particular subconsultant/supplier;
 - K. Negotiate with any, all or none of the proposers. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer;
 - L. Award a contract to other than the lowest priced proposal;
 - M. Award a contract without interviews, discussions or negotiations;
 - N. Award a contract to one or more proposers;
 - O. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms **must** possess the license from any city or state by the RFP due date. SCAG must be provided with a copy of this license, if requested; and
 - P. Only award a contract or any portion thereof to a firm that passes any references checks.
- 2. If applicable, SCAG reserves the right to have software developed under SCAG's contract, not incorporate proprietary and/or third party software components. This does not preclude the development of deliverables which interface with commonly-available off-the-shelf software. However, consultants must determine in advance whether SCAG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be

required. Consultants must also provide the impacts of any enhancements and upgrades. SCAG will require delivery of documentation and source code for all electronic intellectual property developed under a SCAG contract prior to releasing final payment to the consultant.

XII. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Proposers have the right to protest the contract award in compliance with SCAG's Policy on Contract Award Protests, which can be viewed online at SCAG internet home page www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Executive Director, or designee (Chief Operating Officer or Deputy Executive Director) within five (5) working days after posting of the Notice of Intent to Award. SCAG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Executive Director or designee via certified mail using the following address:

Executive Director
Southern California Association of Governments
900 Wilshire Blvd, Suite 1700
Los Angeles, CA 90017-3435

The contract award is held up when SCAG's Executive Director or designee receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Executive Director or designee has rendered a decision.

PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All proposals shall contain the following information, at a minimum:

1. TITLE PAGE

Provide the following on the Title Page:

- RFP Number
- Title of the Project
- Name and Address of Firm
- Phone Number of Firm - **Do not include non-business (personal) phone numbers or address in as this information may become public under the California Public Records Act** (see Attachment 10)
- Prime Contact Person
- Email Address of the Prime Contact Person
- Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

Cover letter should be addressed to the attention of the Contract Administrator

2. TABLE OF CONTENTS

- A clear identification of the materials by section and page numbers.

3. TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and key issues.
- The technical approach for performing the tasks must include a detailed Scope of Work along with the process for executing the requirements and objectives of the project.
- A discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the consultant proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.
- A statement of the extent to which the consultant's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the consultant would modify the project, and/or schedule to better meet these objectives.

4. LINE ITEM BUDGET (COST PROPOSAL)

- Proposals **must** include a Line Item Budget in the format and detail shown in Attachment 5 (in United States currency). The same detailed budget is required of each subconsultant. **Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG's Website <http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx>. Complete and upload a separate Excel file for each sub.**

5. PROFILE OF FIRM

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals. **Do not include**

social security numbers, non-business (personal) phone numbers or address in a resume as this information may become public under the California Public Records Act (see Attachment 10).

6. REFERENCES

- Provide a list of at least three references, including the names of contact persons within the firms. References should not include any SCAG staff or SCAG Regional Council Members.

7. REQUIRED FORMS

- The Debarment and Suspension Certification (Attachment 6) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- The SCAG Conflict of Interest Form (Attachment 7) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- All proposers must ensure that they have fully completed a Vendor Information Form (Attachment 9).
- All proposers must fully complete the Notice Regarding California Public Records Act (Attachment 10) – regardless of whether or not proposer is requesting to exempt proposal from disclosure under the California Public Records Act.

The selected consultant may be required to complete a Federal Form W-9 (for payment purposes) which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

IMPORTANT NOTE:

The selected consultant (awardee) must be prepared to provide SCAG any of the following documents if requested:

- Time Sheet (that must account for the total activity for which each employee is compensated not just SCAG time)
- Payroll register
- Indirect cost audit
- U.S. federal tax return

Introduction:

The Southern California Association of Governments is seeking a Consultant to develop a comprehensive Active Transportation Plan (ATP) and Pedestrian Target Hardening Plan for the City of Riverside. The Plans shall assess, at minimum, existing conditions, identify proposed improvements, conduct comprehensive stakeholder outreach, provide an Active Transportation Toolbox, identify areas of significant pedestrian safety hazards, and identify funding strategies for implementation. The Consultant shall also develop a Complete Streets Ordinance utilizing existing templates.

Additionally, this Active Transportation Plan will contribute to and utilize SCAG's Active Transportation Database. The Regional Active Transportation Database, an award winning database created by SCAG and Metro, is used to collect and map bicycle and pedestrian count data at specific intersections to help determine where walking and biking are occurring, compare it to collision data and plan for infrastructure improvements. The count data collected throughout the planning process will be provided to SCAG to further improve the tool.

The City of Riverside currently has a Bicycle Master Plan, which was completed in 2007 and updated in 2012. The goal of establishing an integrated Citywide Active Transportation Plan is to fill significant pedestrian planning gaps, update the lack of planned mixed-use and Class I facilities, and update bicycle planning efforts to reflect new design practices in the Manual of Uniform Traffic Control Devices (MUTCD) and the National Association of City Transportation Official's Design Guidelines (NACTO).

The Citywide Plan will provide a conceptual, multi-modal planning foundation for the City's future bicycle and pedestrian improvement projects. The planning process will integrate existing network, modeled, and survey data to fully assess the needs and demands. The project will also produce a design toolbox and complete proposed active transportation network. The final plan will be reviewed by relevant advisory committees and boards, and ultimately adopted by the City Council. The City also plans to integrate VMT targets into modeling runs associated with the Plan and provide recommendations for first/last mile improvements to encourage mode shifts.

The Riverside Active Transportation Plan will supplement and enhance the regional ATP by providing a detailed localized plan. It will specifically improve mobility for people walking and biking by providing a comprehensive plan for active transportation that includes bicycle elements, pedestrian elements, SRTS elements, connections to transit options and major destinations in the area. It will provide a plan for open and easy access to walking and bicycling for recreation or commuting, and will improve infrastructure for non-motorized transportation connecting communities, schools, parks and other destinations and services. The Riverside ATP furthers SCAG's regional transportation goals and strategies, including those outlined in the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in the Active Transportation Appendix, and incorporate strategies outlined in the Draft Connect SoCal. These strategies include, developing a regional active transportation network, increasing the number of short trips taken by walking and biking, encouraging the implementation of complete street policies, and others as outlined in the RTP/SCS. The Consultant shall incorporate SCAG's regional transportation strategies related to active transportation where possible. The Consultant shall also coordinate with the City Project Manager to utilize a study from University of California, Riverside (UCR) UCR's Center for Environmental Research and Technology pertaining to air quality, and to evaluate local routes being mindful of the air quality along the alignment. The study can be found at the following link:

<https://ncst.ucdavis.edu/wp-content/uploads/2016/10/NCST-UCR-Biking-Fresh-Air-Final-April-2017-3.pdf>

The Consultant shall also develop a Pedestrian Target Hardening Plan, which will address and avert potential negative impacts associated with the fear of and subsequent lack of engagement with public space. The Plan shall include streetscape components that not only deter intentional vehicular attacks, but also reduce the potential for accidental collisions and serve as visual & functional enhancements for the public space, such as concrete planters or benches. The Plan shall serve as a resource for the City to identify and prioritize infrastructure needs for vulnerable pedestrian area and public spaces in the City.

This Plan will be consistent with, and shall include all required elements for the California Active Transportation Program active transportation plans:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapg-forms/ch22/22-Plan-Template.xlsx>

Project Goals:

1. Develop a plan that identifies funding sources to implement and maintain active transportation infrastructure.
2. Evaluates existing conditions, identifies and prioritizes active transportation projects, provides a community engagement plan, and identifies ATP support programs.
3. Develop an Active Transportation Toolbox to include sample plans, exhibits, and photos to be applied along corridors and trails selected for inclusion within the ultimate active transportation network.
4. Develop a Pedestrian Target Hardening Plan to identify physical infrastructure designs for high pedestrian activity areas at greater risk of exposure to vehicular traffic and implementation plans to secure high-traffic pedestrian areas at greatest risk.
5. Develop a Complete Streets Ordinance to ensure safe, multimodal streets for all ages and abilities.

Timeline:

The timeline for the project will be approximately 12 months after the Notice to Proceed.

Scope of Work:

This Scope of Work describes the tasks that shall be performed by the Consultant to complete all of the work described herein for the development of the Active Transportation Plan and Pedestrian Target Hardening Plan in the City of Riverside:

Task		Description	Deliverables
Task 1: Project Management			
1.1	Kick-off meeting	The Consultant will organize and facilitate a 2-hour project kick-off meeting in person at a City hosted location, such as Riverside City Hall, once the notice-to-proceed had been issued to discuss project details with project partners including the City of Riverside and SCAG Project Managers to refine the work plan, and clarify agency needs and roles.	1. Memo including meeting agenda, notes, goals, agreements, schedules, etc.

Scope of Work

1.2	Monthly Invoicing	The Consultant will develop and submit complete monthly invoice packages to SCAG as outlined in the consulting agreement executed with SCAG.	1. Monthly Invoice packages
1.3	Monthly Reporting	The Consultant will host 1 hour monthly project management phone calls with the Project Manager to discuss the project status. The Consultant will develop and submit written monthly progress and performance reports detailing work completed for each invoice. In addition the Consultant shall produce a final 5-10 page project closeout report to SCAG upon completion of the project.	1. Monthly reports and final closeout report

Task 2: Survey of Existing Conditions & Data Gathering			
2.1	Review Existing Plans and Policies	<p>The Consultant shall perform a literature review of existing plans, policies and ordinances pertaining to active transportation and circulation within the City of Riverside and adjoining jurisdictions for connectivity to/from the City. This shall also include regulations affecting active transportation such as policies, zoning ordinances, and traffic codes.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • City of Riverside Bicycle Master Plan (2007) • Western Riverside County Active Transportation Plan (WRCOG ATP) • City of Riverside General Plan • Safe Routes to School Program • City of Riverside traffic code, regulations and policies related to active transportation. <p>The city will provide copies of available records. For all other records needed, the Consultant shall be responsible for researching existing reports, and obtaining and reviewing all data.</p>	1. Summary report of existing documents and information pertinent to the project.

<p>2.2</p>	<p>Inventory Existing Data</p>	<p>The Consultant shall inventory existing non-motorized travel and infrastructure data and inventory existing bikeways and pedestrian facilities in the City of Riverside. Data will be compiled into a technical report to inform presentations and outreach. Data collected shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Traffic volumes and roadway capacity • Mode Share • Description of Land Use/Destinations • Demographics of walking and biking • Pedestrian and bicycle crash data • Pedestrian and bicycle count data by location • 5-year collision data in specific planning areas identified for the Pedestrian Target Hardening Plan (See Task 8). 	<ol style="list-style-type: none"> 1. Technical Report compiling and summarizing all data. 2. Data tables
<p>2.3</p>	<p>GIS Mapping</p>	<p>The Consultant shall develop a series of geographic information system (GIS) maps documenting and summarizing the following by jurisdiction (where applicable, the Consultant will use SCAG templates to ensure a standardized format):</p> <ul style="list-style-type: none"> • Existing active transportation facility types, locations, & condition (GIS) using SCAG templates where possible; • Conflict zones (GIS); • Amenities (GIS); • Bicycle parking types, locations, and condition (GIS); • Cycling and walking volumes (GIS); • Transit routes, frequency, and volumes (GIS); 	<ol style="list-style-type: none"> 1. Technical report. 2. GIS maps and data in shapefile formats.

		<ul style="list-style-type: none"> • Injury/fatality locations and collision types (GIS); • 5-year collision types and rates of occurrence within identified the identified Planning Areas for the Pedestrian Target Hardening Plan (See Task 8). 	
2.4	Pedestrian and bicycle audits	<p>The Consultant shall conduct up to 10, 3-4 hour walk and bicycle audits in the City of Riverside to identify opportunities for improvements. Each workshop will be held in the City of Riverside in a City provided location and will be documented to support future grant applications including the following:</p> <ul style="list-style-type: none"> • On-site photographs • Public interviews • Post-trip participant survey • Sketches/diagrams of public-preferred designs • Other documents as determined 	<ol style="list-style-type: none"> 1. Summary report of each walk and bike audit.
Task 3: Stakeholder Engagement			
3.1	Interagency Coordination	<p>The Consultant shall conduct four (4) 2-hour meetings with agency stakeholders in a City provided meeting location (including Riverside County, Metrolink, RCTC, and adjacent cities). For each meeting, the Consultant shall prepare a meeting agenda, update the project timeline, review the project’s goals, develop presentation materials as necessary, and provide meeting notes.</p> <p>Meeting agenda’s shall be provided a minimum of 48 hours ahead of the meeting and notes shall be provided a minimum of 48 hours after the meeting. The meetings shall inform both the development of the ATP and Pedestrian Target Hardening Plan.</p>	<ol style="list-style-type: none"> 1. Memos including meeting agendas, notes, goals, agreements, and schedules. 2. Facilitate and manage a minimum of 4 stakeholder meetings.

Scope of Work

3.2	Form and Facilitate Technical Advisory Committee (TAC)	<p>The Consultant shall coordinate outreach to assemble a Technical Advisory Committee (TAC) which is expected to meet on a bimonthly basis for a 2-hour meeting in a City provided location. The TAC will provide input throughout the planning effort on the project deliverables and activities.</p> <p>The Consultant will be responsible for all tasks related to organizing the meetings including but not limited to: scheduling, assembling agendas, recording minutes, distributing meeting materials, and participating in a minimum of four (4) TAC meetings. The meetings shall inform both the development of the ATP and Pedestrian Target Hardening Plan.</p>	<ol style="list-style-type: none"> 1. Memos including meeting agendas, notes, goals, agreements, and schedules. 2. Facilitate and manage a minimum of 4 TAC meetings.
3.3	Solicit Public Input and Public Workshops	<p>To solicit public input on the ATP and Pedestrian Target Hardening Plan, the Consultant shall conduct public outreach including public workshops, field research and solicitations for agency input. Input solicited shall include but not be limited to priority routes and destinations such as:</p> <ul style="list-style-type: none"> • Neighborhoods • Schools • Employments centers • Existing and proposed trails • Popular destinations • Major trip generators • Transit hubs <p>The Consultant shall organize and conduct a minimum of four (4) 1-2 hour public workshops in a publically accessible, City provided location, to gather input on issues and opportunities to be included in the plan. The workshops will be scheduled and designed to maximize participation and could be conducted alongside existing events happening throughout the region.</p>	<ol style="list-style-type: none"> 1. Public meeting materials including flyers, brochures, and presentations. 2. Technical Report from public workshops. 3. Facilitate a minimum of four (4) public workshops. 4. Online survey.

		<p>The Consultant shall conduct field research including interviews and surveys with the public, for a minimum of 5, 2-hour sessions. Interviews and surveys could be conducted at high volume destinations, public events, or the plan workshops. An additional electronic survey shall also be conducted using social media outlets. The surveys and interviews should cover, at minimum, public input on desired active transportation improvements as part of the Plan.</p> <p>The Consultant shall also be responsible for contacting relevant agencies and organizations to gather input at different phases in the development of the ATP and Pedestrian Target Hardening Plan, such as the local law enforcement agencies, School Districts, Riverside University Health System – Public Health, etc.</p>	
Task 4: Identify Proposed Bicycle, Pedestrian, and First Last Mile Improvements			
4.1	Develop goals and objectives	<p>The Consultant shall create a list of goals and objectives for the project and provide them to the TAC for review prior to finalization.</p> <p>The goals should be consistent with SCAG’s RTP/SCS and other city/county planning documents as identified by the City and SCAG Project Managers.</p>	<ol style="list-style-type: none"> 1. List of goals and objectives.
4.2	Local Infrastructure Priorities	<p>The Consultant shall assemble a list of infrastructure projects from each local jurisdiction and develop a prioritization methodology. In developing the prioritization methodology the Consultant shall consult with the TAC and consider community need; regional, county, and statewide policy and funding frameworks; and the timeframe for implementation.</p>	<ol style="list-style-type: none"> 1. Prioritization methodology, local prioritized list and table of projects. 2. GIS data in shape or geodatabase formats.
4.3	Regional Infrastructure Priorities and Path Network	<p>Using the agreed upon methodology from Task 2.2, the Consultant shall review the list of prioritized infrastructure projects based on the City’s existing ATP and demonstrate how the City of Riverside will update and align priorities for the ATP update. The Consultant shall develop a table reflecting preferred facilities by road</p>	<ol style="list-style-type: none"> 1. Regional list of prioritized projects and concept planning level drawings.

		<p>classification, or other factors, for connecting to regional routes and to inform policy development in the City.</p> <p>In addition, the Consultant shall develop a planning document for a dedicated active transportation path network throughout the City of Riverside. This path network concept shall be consistent with the needs of the local City and will be approved by the TAC. This planning document shall not include any engineering level design and will be for planning purposes only. Consultant shall work with the City Project Manager to identify existing rights of way (ROW) and anticipated ROW within future growth forecasts, to align proposed infrastructure and path networks within existing or ultimate ROW. Consultant shall be mindful of proposed projects and existing rights of way to recommend projects that have a high potential for implementation.</p>	
Task 5: Develop Funding & Implementation Strategy			
5.1	Develop funding strategies	<p>Develop local agency-specific and regional funding strategies for accelerated rollout of projects, maintenance, and ‘five-E programs.’ Compile list of public, private, and unconventional sources of funding and assumptions for regionally prioritized projects.</p>	1. Funding Plan
5.2	Develop implementation strategy	<p>Identify potential obstacles such as acquisition of right-of-way, securing construction and maintenance funding, designing projects that provide access for all roadway users, and meeting environmental standards. Establish implementation monitoring program to track new facilities and programs.</p>	1. Implementation Plan
Task 6: Prepare Active Transportation Plan			
6.1	Prepare Draft Active Transportation Plan	<p>Identify and present draft recommendations for implementation and seek public input on the draft recommendations prior to finalization of Plan.</p> <p>The Draft Plan will include but not be limited to the following:</p>	1. Draft Active Transportation Plan

Scope of Work

		<ul style="list-style-type: none"> • Comprehensive list of active transportation projects in the City of Riverside in five year bands (financially constrained and not) to 2035. • List of “low-cost” active transportation projects in the region. • Recommendations for corridors with regional priority. • List of projects by corridor. • Recommendations for interregional connections. • Description of Existing and Proposed Wayfinding signage • Recommendations for regional and local performance measures. • Table of preferred regional facility types for regional priority routes. • Riverside’s rank via national cycling and walking organization measures. • Planning assumptions based on academic studies to justify projected benefits from facilities included in the Riverside ATP. • ATP scoring criteria compliance table for Riverside ATP’s prioritized projects. • Suite of Complete Streets policies for local agencies and RCTC. • Table of funding sources and assumptions for local and regional projects. 	
6.2	Prepare Final Active Transportation Plan	Produce Final Plan responding to input received on the Draft Plan.	1. Final Active Transportation Plan

6.3	Council Resolution	Consultant shall present the Final Plan to the City Council and transportation subcommittee(s) for a minimum of a 1-hour meeting at Riverside City Hall to adopt the Final Plan.	1. Resolution, Presentation materials
Task 7: Existing Conditions and Stakeholder Engagement for Pedestrian Target Hardening Plan			
7.1	Assess Existing Conditions for Pedestrian Target Hardening Plan	<p>Working with the City Project Manager, Consultant shall assess existing conditions of the identified areas including but not limited to;</p> <ul style="list-style-type: none"> • Main Street Pedestrian Mall • Arlington Business District • Galleria at Tyler • University Village adjacent to the University of California Riverside • Entertainment venues throughout the City, community centers and libraries • Transit hubs <p>Working with the City Project Manager, the Consultant shall also identify additional recommended locations to assess. Consultant shall consider locations in regard to equitable distribution across the entirety of the City.</p> <p>Consultant shall conduct one walk audit in each of the identified locations to identify opportunities for improvements. Each walk audit will be documented to support future grant applications including the following:</p> <ul style="list-style-type: none"> a. On-site photographs b. Public interviews c. Post-trip participant survey d. Sketches/diagrams of public-preferred design/infrastructure 	1. Documentation of walk audits, including maps, checklists, data, recommendations and outcomes.
7.2	Public Outreach and Scoping Meetings	Consultant shall organize and facilitate a minimum of two (2) 2-hour public participation workshops in the City of Riverside at a publically accessible location, such as City Hall, to gain feedback on the Target Hardening Plan and shall coordinate with the TAC to facilitate a minimum of two (2) scoping meetings to inform the development and process of the Target	1. Meeting and workshop facilitation, presentations, agendas, and meeting minutes.

		<p>Hardening Plan. Consultant shall engage the residents at large including but not limited to:</p> <ul style="list-style-type: none"> • Riverside Community Health Foundation • Riverside Active Transportation Network • Local Universities including UCR, Cal Baptist, La Sierra University (LSU), and others. <p>The Consultant shall track feedback received from neighborhood groups and small businesses within disadvantaged communities and detail any deviation from this feedback, and ways in which the expectations or needs of the disadvantaged community members are met. Consultant shall also work with University student organizations to host follow up meetings, with City staff present.</p>	<p>2. Memo including summary of feedback received from public workshops.</p>
Task 8: Prepare Pedestrian Target Hardening Plan			
8.1	Goals and Objectives, Key Policy Initiatives, and Existing Circulation Conditions Assessment	<p>Consultant shall prepare the goals and objectives, key policy initiatives and existing conditions of the Target Hardening Plan aligned with the existing conditions and data gathered in Task 2 of the Riverside ATP. Consultant shall develop the goals and objectives and key policy initiatives in coordination with the TAC and public outreach workshops.</p>	<p>1. Draft and Final Goals and Objectives, Key Policies and Existing Conditions Chapters.</p>
8.2	Infrastructure Priorities and Policies	<p>Working with the City Project Manager, Consultant shall identify and assess key infrastructure priorities and key safety initiatives for a comprehensive Pedestrian Target Hardening Plan including:</p> <ul style="list-style-type: none"> • Assess vehicle network • Assess goods movement network • Physical barrier and streetscape designs for identified pedestrian areas • Technology applications (i.e. camera systems) • Urban greening 	<p>1. Key infrastructure, policies and safety initiatives.</p> <p>2. Draft and Final infrastructure priorities and recommendations chapter.</p>

Scope of Work

		<ul style="list-style-type: none"> • Street furniture and placemaking components • Funding allocations 	
8.3	Prepare Draft Pedestrian Target Hardening Plan	Consultant shall identify and present draft recommendations for implementation and seek public input on the draft recommendations prior to finalization of the Target Hardening Plan.	1. Draft Pedestrian Target Hardening Plan.
8.4	Prepare Final Plan	Produce Final Plan incorporating and responding to input received on the Draft Pedestrian Target Hardening Plan.	1. Final Pedestrian Target Hardening Plan.
8.5	Council Resolution	Consultant shall present the Final Pedestrian Target Hardening Plan to the City Council and transportation subcommittee(s) for a minimum of a 1-hour meeting at Riverside City Hall to adopt the Final Plan.	1. Resolution, Presentation materials.
Task 9: Prepare Complete Streets Ordinance			
9.1	Prepare Draft Complete Streets Ordinance	<p>Consultant shall prepare a Draft Complete Streets Ordinance using the template provided by SCAG in Exhibit 1. The ordinance shall include, but is not limited to, the following elements described by Smart Growth America:</p> <ul style="list-style-type: none"> • Vision and Intent • Benefits all ages and all abilities • Utilize best practice designs • Land use and context sensitive • Includes performance measures • Implementation steps 	1. Draft Complete Streets Ordinance.
9.2	Prepare Final Complete Streets Ordinance	Consultant shall prepare the Final Complete Streets Ordinance incorporating and responding to input received on the Draft Ordinance.	1. Final Complete Streets Ordinance.
9.3	Council Resolution	Consultant shall present the Final Complete Streets Ordinance to the City Council and transportation subcommittee(s) for a minimum	1. Council Resolution.

Scope of Work

Attachment 2

		of a 1-hour meeting at Riverside City Hall to adopt the Final Ordinance.	
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PROPOSAL EVALUATION FORM

RFP No. 19-050

Consultant Name: _____

(a)	(b)	(c)	(d)
Evaluation Criteria	Max. Possible Points	Points Earned	Strengths/Weaknesses
TECHNICAL APPROACH <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Project intent has been met 	25		Strength(s): Weakness(es):
CONSULTANT FIRMS: <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Experience with projects of the similar size and scope • Capability to reallocate resources as needed to meet project schedule <u>Sub-Consultant(s):</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	20		Strength(s): Weakness(es):
PROJECT MANAGEMENT <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	15		Strength(s): Weakness(es):
PROJECT COST <ul style="list-style-type: none"> • Realistic cost for services to be performed • Allocation of cost to tasks & activities 	30		Strength(s): Weakness(es):
REASONABLENESS OF SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task • Overall schedule consistent with SCAG's SOW 	10		
REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL:	100		

Name of Evaluator (print): _____ Agency: _____

Signature of Evaluator: _____ Date: _____

INTERVIEW EVALUATION FORM

RFP No. 19-050

Consultant Name: _____

(a)	(b)	(c)	(d)
Evaluation Criteria	Max. Possible Points	Points Earned	Strengths/Weaknesses
TECHNICAL APPROACH <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Project intent has been met 	25		Strength(s): Weakness(es):
CONSULTANT FIRMS: <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Experience with projects of the similar size and scope • Capability to reallocate resources as needed to meet project schedule <u>Sub-Consultant(s):</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	20		Strength(s): Weakness(es):
PROJECT MANAGEMENT <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	15		Strength(s): Weakness(es):
PROJECT COST <ul style="list-style-type: none"> • Realistic cost for services to be performed • Allocation of cost to tasks & activities 	30		Strength(s): Weakness(es):
REASONABLENESS OF SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task • Overall schedule consistent with SCAG's SOW 	10		
REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL:	100		

Name of Evaluator (print): _____ Agency: _____

Signature of Evaluator: _____ Date: _____

LINE ITEM BUDGET (Cost Proposal) INSTRUCTIONS

1. SCAG uses the Line Item Budget to assess the fairness and reasonableness of a proposer's costs. Once SCAG awards a contract, the negotiated Line Item Budget serves as the basis for reimbursing the proposer (includes Cost Plus as well as Fixed Price contracts).
2. **SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31 200 or successors thereto.**
3. **All proposers must submit a Line Item Budget using the exact format shown on the following page, or may risk having their proposal disqualified.** Further, a Line Item Budget must be submitted for each subconsultant regardless of dollar value of the subcontract.
Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG's Website <http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx>. Complete and upload a separate Excel file for each sub.

Disclaimer – Each proposer is responsible for all mathematical calculations and information provided on the Line Item Budget template.

4. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR Part 31 and 2 CFR Part 200 or successors thereto.

All costs must be allowable and consistent with Federal cost principles under 2 CFR Part 200 or successors thereto. Please be aware that the cost-plus-a-percentage-of-cost bid/offer method, where the proposer's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, **contingency fees are not allowed.**

5. Costs shall be structured as follows:

A. Direct Labor:

- Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with payroll register or similar, or U.S. federal tax return...) if SCAG requests it. Only include employees (i.e., staff that you will issue a W-2 to). Do not include sub-consultants in your Direct Labor (or Overhead, Fee and Other Direct Costs). Include all cost for sub-consultants under the Sub-consultants category.
- Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
- The labor rate quoted for each position in the Line Item Budget must be the maximum rate that is expected to be paid during the term of the contract, inclusive of any rate increase (e.g. merit, cost-of-living, etc.). If SCAG awards a Cost Plus Fixed Fee contract, **SCAG will only pay the selected consultant the actual rate paid to the person in a position, and all rates must be traceable to and supported by payroll records.**
- Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer's Line Item Budget to evaluate the proposed price for each task and cumulatively.

Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to), regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

B. Overhead:

- The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with an indirect cost audit or U.S. federal tax return...) if SCAG requests it.

C. Fixed Fee:

- Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants or Other Direct Costs. Prior to contract award, proposer (awardee) must substantiate the fee if SCAG requests it.

D. Other Direct Costs (ODCs):

- ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit (see bullet 6 below), SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.
- All travel costs must be reasonable, and are limited to those rates stated under California's State Department of Personnel Administration rules, (subject to change) posted at: <http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>, or successors thereto.

E. Subconsultants:

- Identify the Direct Labor, Overhead, Fixed Fee and ODCs in the same format as for the Prime.

6. SCAG's Pre-award Audit Requirements are as follows:

Contracts less than \$250,000 may require a pre-award audit; those at \$250,000 or more will require a pre-award audit. SCAG's pre-award audit requirements are available at <http://www.scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx>. The selected consultant (awardee) must be prepared to provide an indirect cost audit or U.S. federal tax return, if SCAG requests.

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION**

RFP No. 19-050

- 1) All persons or firms, including subconsultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to SCAG.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining proposer/bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

Name of Firm

Signature (original signature required)

Date

SCAG CONFLICT OF INTEREST FORM

RFP No. 19-050

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under “OPPORTUNITIES”, then “Doing Business with SCAG” and scroll down under the “CONTRACTS” tab; whereas the SCAG staff may be found under “ABOUT” then “Employee Directory”; and Regional Council members can be found under “ABOUT”, then scroll down to “ELECTED OFFICIALS” on the left side of the page and click on “See the list of SCAG representative and their Districts.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: _____

Name of Preparer: _____

Project Title: _____

RFP Number: _____ Date Submitted: _____

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If “yes,” please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) _____, hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

_____ Signature of Person Certifying for Proposer (original signature required)	_____ Date
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NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) INFORMATION

RFP No. 19-050

The requirements of 49 Code of Federal Regulations (CFR) Part 26 applies to this RFP.

DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

DBE DEFINITION

A DBE is a-for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. One or more such individuals must also control the management and daily business operations. These individuals must be citizens (or lawfully admitted permanent residents) of the United States and (1) any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis, or (2) who are either Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, women, or any other group found to be socially and economically disadvantaged by the Small Business Administration.

DBE PARTICIPATION AND GENERAL INFORMATION

It is the proposer’s responsibility to be fully informed regarding their requirements of 49 CFR, Part 26. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP)
- B. A certified DBE may participate as a prime consultant, subconsultant, or as a vendor of material or supplies.
- C. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing, and supervising the work.
- D. A prime consultant who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subconsultant.

DBE CONTRACT GOAL

SCAG has not established a goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.

DBE SOURCES

Consultants interested in locating DBE subconsultants may refer to the following source:

Statewide DBE Database of the CUCP (California Unified Certification Program):

<http://www.californiaucp.com/>

Click on “Directory”

Also, the following agency may be contacted for assistance in locating DBE firms in California:

Caltrans Office of Certification
1-866-810-6346

DBE CERTIFICATION

The DBE firm must hold a current California Unified Certification Program (CUCP) DBE certification at the time of proposal submission. DBE certifications outside of California will not be accepted. Firms that are DBE certified outside of California may apply for a CUCP DBE certification by contacting one of the certifying agencies listed at: <http://californiaucp.org/>



Vendor Information

SECTION 1. GENERAL CONTACT INFORMATION

Primary Contact _____
 Title _____
 Telephone No. _____ Fax No. _____
 E-mail Address _____
 Company Website Address _____

SECTION 2. REMITTANCE ADDRESS (IF DIFFERENT FROM FORM W-9)

Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone No. _____ Fax No. _____

SECTION 3 PROPOSER'S/BIDDER'S LIST INFORMATION (REQUIRED)

Is your firm a Disadvantaged Business Enterprise (DBE)? Yes No

As defined in Title 49 Part 26.11 of the Code of Federal Regulations, complete the required information below regardless of whether your firm is a DBE or non-DBE:

Age of Firm: _____

Annual Gross Receipts (select one):

- Less than \$1 Million \$5 Million – \$10 Million \$15 Million – \$17.4 Million
 \$1 Million – \$ 5 Million \$10 Million – \$15 Million \$17.4 Million +

A COPY OF THE FIRMS DBE CERTIFICATION MUST BE PROVIDED TO QUALIFY AS A DBE.

For vendors located within the Southern California region, certification must be from one of the agencies listed below.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Civil Rights MS 79, 1823 14th Street ,Sacramento, CA 95814
 Phone: (916) 324-1700 or (866) 810-6346, Fax: (916) 324-1862, website: caltrans.ca.gov

CITY OF LOS ANGELES

Office of Contract Compliance, Centralized Certification
 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015
 Phone:(213) 847-6480, Fax: (213) 847-5566, website: bca.lacity.org

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO)

Diversity and Economic Opportunity Department
 One Gateway Plaza, Los Angeles, CA 90012
 Phone: (213) 922-2600, Fax: (213) 922-7660, website: mta.net

If you believe you qualify as a DBE but are not certified, you may want to contact one of the certifying agencies listed at <http://californiaucp.org/> to initiate the certification process.

SECTION 4. COMMODITY CODE

Check all boxes of the commodity codes that apply to your company's particular areas of expertise.

General Goods & Services								
<input checked="" type="checkbox"/>	NIGP	DESCRIPTION	<input checked="" type="checkbox"/>	NIGP	DESCRIPTION	<input checked="" type="checkbox"/>	NIGP	DESCRIPTION
<input type="checkbox"/>	60001	Painters	<input type="checkbox"/>	60204	Telecommunications	<input type="checkbox"/>	60720	Paper, Fine
<input type="checkbox"/>	60007	Electrical	<input type="checkbox"/>	60233	Appliances	<input type="checkbox"/>	60730	Trophies & Awards
<input type="checkbox"/>	60008	Plumbing	<input type="checkbox"/>	60400	Audio Visual Equipment	<input type="checkbox"/>	60863	Temporary Staffing
<input type="checkbox"/>	60009	Small General Contractors	<input type="checkbox"/>	60401	Audio Visual Supplies	<input type="checkbox"/>	60875	Registrations (Training/Seminars)
<input type="checkbox"/>	60016	Security Systems	<input type="checkbox"/>	60402	Video Equipment	<input type="checkbox"/>	61000	Office Supplies
<input type="checkbox"/>	60017	H V A C Contractors	<input type="checkbox"/>	60545	Moving & Storage	<input type="checkbox"/>	90640	Graphic Design Services
<input type="checkbox"/>	60030	Sound Systems & Electronics	<input type="checkbox"/>	60637	Lease – Equipment	<input type="checkbox"/>	90640.1	Image Setting
<input type="checkbox"/>	60102	Postage & Courier Services	<input type="checkbox"/>	60637.1	Lease – Building	<input type="checkbox"/>	90640.2	Premium/Promotional Items
<input type="checkbox"/>	60102.1	Postage Machines	<input type="checkbox"/>	60638	Maintenance Agreement	<input type="checkbox"/>	96600	Printing & Related Services
<input type="checkbox"/>	60104	Memberships(Professional)	<input type="checkbox"/>	60640	Copiers/Mimeo/Dupl.	<input type="checkbox"/>	96115	Catering & Concessions
<input type="checkbox"/>	60105	Subscriptions (Periodicals)	<input type="checkbox"/>	60670	Furniture – Office	<input type="checkbox"/>	96115.1	Coffee & Tea Services
<input type="checkbox"/>	60200	Computer Hardware	<input type="checkbox"/>	60700	Typewriters & Supplies	<input type="checkbox"/>	96115.2	Bottled Water
<input type="checkbox"/>	60201	Computer Software	<input type="checkbox"/>	60701	Office Machines	<input type="checkbox"/>	96618	Copying/Reproduction Services
<input type="checkbox"/>	60202	Computer Supplies	<input type="checkbox"/>	60702	Office Machine Supplies	<input type="checkbox"/>	91528	Mailing Services & Electronic Info.
<input type="checkbox"/>	60203	Computer Services	<input type="checkbox"/>	60710	Stationary Supplies	<input type="checkbox"/>		
<input type="checkbox"/>	Other							

Professional/Consulting Services

<input checked="" type="checkbox"/>	NIGP	DESCRIPTION	<input checked="" type="checkbox"/>	NIGP	DESCRIPTION	<input checked="" type="checkbox"/>	NIGP	DESCRIPTION
<input type="checkbox"/>	60012	Architects, Engineer	<input type="checkbox"/>	91840	Employee Benefits Consulting	<input type="checkbox"/>	91892.1	Growth Visioning Planning
<input type="checkbox"/>	90868	Project Management	<input type="checkbox"/>	91843	Environmental Consulting	<input type="checkbox"/>	91893	Security/Safety Consulting
<input type="checkbox"/>	91804	Accounting/Auditing/Budgeting	<input type="checkbox"/>	91846	Feasibility Studies	<input type="checkbox"/>	91894	Traffic Consulting
<input type="checkbox"/>	91804.1	Organizational, Financial, & Performance Audits/Project Management Services	<input type="checkbox"/>	91849	Finance/Economic Consulting	<input type="checkbox"/>	91895	Telecommunications Consulting
<input type="checkbox"/>	91806	Administrative Consulting	<input type="checkbox"/>	91858	Government Consulting	<input type="checkbox"/>	91896	Transportation Planning Consulting
<input type="checkbox"/>	91806.1	Administrative Services	<input type="checkbox"/>	91858.1	Government Relations	<input type="checkbox"/>	91896.1	Highway Corridor Analysis
<input type="checkbox"/>	91812	Modeling-Analytical Studies & Surveys	<input type="checkbox"/>	91858.2	Institutional Analysis	<input type="checkbox"/>	91896.2	Rail Planning & Analysis
<input type="checkbox"/>	91812.1	Survey and Data Collection	<input type="checkbox"/>	91863	Housing Consulting	<input type="checkbox"/>	91896.3	Transit & Non-motorized Planning & Analysis
<input type="checkbox"/>	91812.2	Travel Demand Model Improvement	<input type="checkbox"/>	91865	Human Relations Consulting	<input type="checkbox"/>	91896.4	Transportation Management & Coordination
<input type="checkbox"/>	91812.3	Geographic Information System	<input type="checkbox"/>	91866	Human Resources Consulting	<input type="checkbox"/>	91896.5	Truck Lane Analysis/GoodsMovement
<input type="checkbox"/>	91812.4	Software Support for Studies & Surveys	<input type="checkbox"/>	91866.2	Insurance Broker Services	<input type="checkbox"/>	91896.6	Transportation Financing
<input type="checkbox"/>	91812.5	Regional Data Systems	<input type="checkbox"/>	91874	Legal Consulting	<input type="checkbox"/>	91896.7	Transportation & Economic Development
<input type="checkbox"/>	91817	Aviation Consulting	<input type="checkbox"/>	91874.1	Legislative Services	<input type="checkbox"/>	91896.8	Transportation Investment Analysis
<input type="checkbox"/>	91826	Communications: Public Relations Consulting	<input type="checkbox"/>	91874.2	Alternative Dispute Resolution	<input type="checkbox"/>	91896.9	Transportation Modeling Support
<input type="checkbox"/>	91828	Computer Hardware Consulting	<input type="checkbox"/>	91875	Management Consulting	<input type="checkbox"/>	91897	Gas, Water, Electric Consulting
<input type="checkbox"/>	91828.1	Computer Service Center	<input type="checkbox"/>	91875.1	Organization & Staff Development	<input type="checkbox"/>	91897.1	Air Quality Planning & Modeling
<input type="checkbox"/>	91829	Computer Software Consulting	<input type="checkbox"/>	91876	Marketing Consulting	<input type="checkbox"/>	91897.2	Water Supply Analysis
<input type="checkbox"/>	91829.1	Information Systems	<input type="checkbox"/>	91876.1	Social Economic Impact Analysis	<input type="checkbox"/>	96175	Translation Services
<input type="checkbox"/>	91829.2	Unix Systems Support	<input type="checkbox"/>	91876.2	Social Justice/Equity Analysis	<input type="checkbox"/>	91892	Urban Planning Consulting
<input type="checkbox"/>	91829.3	Macintosh Computer Technical Support	<input type="checkbox"/>	91879	Minority & Small Business Consulting			
<input type="checkbox"/>	91837	Economy Analysis Consulting	<input type="checkbox"/>	91883	Organizational Development Consulting			
<input type="checkbox"/>	91838	Education & Training Consulting	<input type="checkbox"/>	91885	Personnel/Employment Consulting			
<input type="checkbox"/>	Other							

SECTION 5. F O R M SUBMISSION

Include this form in your proposal

Notice Regarding California Public Records Act

Section 1 - Summary

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, Cal. Gov. Code section 6250 et. seq., (the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from public disclosure under one of several exemptions set forth in the Act. If you believe that any portion of your proposal is exempt from disclosure under the California Public Records Act, **you must: 1). Mark such portion "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," within you proposal; 2). Complete Section 2 below, and 3). Include this Attachment 10 in your submittal**, or your proposal will be subject to public disclosure under the Act. Proposals marked "TRADE SECRET," "CONFIDENTIAL," OR "PROPRIETARY" in their entirety will not be honored, and SCAG will not deny public disclosure of proposals so marked. By submitting a proposal with specific material marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," you represent you have a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by SCAG under the Act. Fee and pricing proposals are not considered "TRADE SECRETS", "CONFIDENTIAL", or "PROPRIETARY".

If SCAG denies disclosure, then by submitting your proposal you agree to reimburse SCAG for, and to indemnify, defend, and hold harmless SCAG, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") arising from, in connection with, or relating to SCAG's non-disclosure. By submitting your proposal, you also agree to defend, indemnify, and hold harmless SCAG from and against any and all Claims arising from, in connection with, or relating to SCAG's public disclosure of any such designated portions of your proposal if SCAG reasonably determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

Section 2 - Exemption Request

Page Number of Proposal	Brief Explanation for the Exemption Under the Act and any Other Comments

Attach additional pages as necessary

Check here if proposer claims no exemption

Signature: _____

Date: _____

SCAG Sustainability Planning Grant (SPG) Program – Planned Grant Projects Fiscal Year 16-17, Fiscal Year 17-18 and Fiscal Year 18-19

RFPs for SCAG’s Sustainability Planning Grant (SPG) program will be released as SCAG finalizes scopes of work with local jurisdictions. Specific release dates for each RFP have not been established. It is estimated that 10-15 RFPs will be released each quarter. Two or more related projects may be combined into a single RFP. In some cases, RFPs may be issued by the partner organization. The timeline, and the list of planned projects, is subject to change without notice.

Proposers are encouraged to review the list of planned projects and determine which RFPs, if any, will be most appropriate to respond to. Consideration should be given to the consultant firms’ and teams’ capacity to complete the requested work. For SPG projects, contract execution and project kick-off will typically be three months after the RFP release date, and work on the projects will typically be between 9 to 18 months.

You are prohibited from discussing any sustainability project with city or partner organization staff, as this may disqualify you from submitting a proposal. Any questions on the overall SCAG Sustainability Planning Grant program should be directed to Marco Anderson, Program Manager, 213-236-1879, anderson@scag.ca.gov.

Integrated Land Use & Green Region Initiatives

Project Type	County	Subregion	Applicant	Project
Shared Vision Plans	1. Los Angeles	SFVCOG	Burbank	Golden State Implementation Study
	2. Los Angeles	GCCOG	Long Beach	Destination Uptown
	3. Los Angeles	LA CITY	Los Angeles County Metro	Union Station Civic Center
	4. Orange	OCCOG	Anaheim	Center City Corridors Plan
	5. Orange	OCCOG	Santa Ana	Sustainability Vision
	6. San Bernardino	SBCTA	Rancho Cucamonga	Empire Yards Station Specific Plan
Focused Purpose Plans	7. Imperial	ICTC	Imperial County Trans Commission	Imperial Valley Regional Climate Action Plan
	8. Los Angeles	SBCCOG	Carson	Neighborhood Mobility Plan
	9. Los Angeles	SGVCOG	Duarte	Town Center Traffic Plan

	10. Los Angeles	SGVCOG	Glendale	Streetcar Vision
	11. Los Angeles	LA COUNTY	Los Angeles County Planning	2030 Climate Action and Adaption Plan
	12. Los Angeles	NLAC	Palmdale	Integrated Sustainability Strategy
	13. Los Angeles	GCCOG	Norwalk	Firestone Corridor/San Antonio Village Vision
	14. Los Angeles	SGVCOG	South Pasadena	Climate Action Plan
	15. Los Angeles	GCCOG	Vernon	Transit Route Feasibility Study
	16. Orange	OCCOG	Mission Viejo	Core Area Specific Plan
	17. Orange	OCCOG	Placentia	Green Open Space
	18. Riverside	WRCOG	Corona	Climate Action Plan Update
	19. Riverside	WRCOG	Moreno Valley	Nason Street Corridor Phase II
	20. Riverside	WRCOG	WRCOG	SB743 Implementation
	21. San Bernardino	SBCTA	Colton	South Colton Revitalization Plan
	22. San Bernardino	SBCTA	Fontana	Urban Greening Landscape Plan
	23. San Bernardino	SBCTA	SBCTA	SB County Regional GHG Reduction Plan Update
	24. Ventura	VCCOG	Gold Coast Transit	Building Transit Communities
	25. Ventura	VCCOG	Santa Paula	SCS Consistency Framework for General Plan
Mini-Grants	26. Los Angeles	SGVCOG	Claremont	Claremont Locally Grown Power
	27. Los Angeles	GCCOG	GCCOG	Climate Action Planning Framework
	28. Riverside	WRCOG	Perris	Healthy Cities Challenge
	29. San Bernardino	SBCTA	SBCTA	Story Maps

Active Transportation

County	Project Type	Subregion	Applicant	Project
Imperial	30. Non-Infrastructure	ICTC	Imperial County	Safe Routes to School Project
Los Angeles	31. Non-Infrastructure	SGVCOG	Baldwin Park	Go Human Bike-Friendly Business Program

	32. Non-Infrastructure	SGVCOG	El Monte and South El Monte	Go Human Bike-Friendly Business Program
	33. Non-Infrastructure	SGVCOG	Los Angeles County Walnut Park	Walnut Park Demonstration Project
	34. Non-Infrastructure	SGVCOG	Glendora, San Dimas, La Verne, Pomona, Claremont (SGVCOG)	Arrow Highway Complete Street Demonstration
	35. Non-Infrastructure	SGVCOG	South El Monte	South El Monte Open Streets
	36. Non-Infrastructure	GCCOG	Long Beach DHHS	Long Beach Safe Routes to School Program
	37. Non-Infrastructure	LA CITY	Los Angeles DOT	Vision Zero Campaign - Media Development
	38. Non-Infrastructure	LA CITY	Los Angeles DOT	Vision Zero - Community-Based Outreach
	39. Active Trans Plans	GCCOG	Commerce	Active Trans. & Safe Routes to Schools Plan
	40. Active Trans Plans	LA CITY	Los Angeles Exposition Park	Exposition Park Active Transportation Plan
	41. Active Trans Plans	SGVCOG	SGVCOG	Greenway Network Implementation Plan
	42. Mini-Grants	SGVCOG	El Monte	First/Last Mile Transit Station Planning
	43. Mini-Grants	LA COUNTY	Los Angeles County	Vision Zero Action Plan
Orange County	44. Non-Infrastructure	OCCOG	OCTA	Partnerships With Police
	45. Non-Infrastructure	OCCOG	Santa Ana	Pedestrian and Bicyclist Education Campaign
	46. Active Trans Plans	OCCOG	Garden Grove	Safe Routes to School: Phase I Plan
Riverside	47. Non-Infrastructure	WRCOG	San Jacinto	Envision San Jacinto
	48. Non-Infrastructure	CVAG	Riverside Cnty Dept of Pub Health	Eastern Coachella Valley Safe Routes to Schools
	49. Active Trans Plans	WRCOG	Wildomar	Active Transportation Plan
San Bernardino	50. Non-Infrastructure	SBCTA	San Bernardino County	Safe Routes to Schools Program
	51. Active Trans Plans	SBCTA	San Bernardino County	Morongo Basin Active Transportation Plan
	52. Active Trans Plans	SBCTA	SBCTA	Redlands Rail Accessibility Plan
Ventura	53. Active Trans Plans	VCCOG	Ventura County	Safe Routes to School Master Plan
	54. Active Trans Plans	VCCOG	Thousand Oaks	Active Transportation Plan

Active Transportation - Additional Go Human Partnership Projects

County	Project Type	Subregion	Applicant	Project
Los Angeles	55. Non-Infrastructure	WSCCOG	Culver City	Go Human Partnership Project
	56. Non-Infrastructure	SFVCOG	La Canada Flintridge	Go Human Partnership Project
	57. Non-Infrastructure	SBCCOG	Rancho Palos Verdes	Go Human Partnership Project
	58. Non-Infrastructure	SGVCOG	West Covina	Go Human Partnership Project
	59. Non-Infrastructure	SBCCOG	El Segundo	Go Human Partnership Project
Riverside	60. Non-Infrastructure	WRCOG	Lake Elsinore	Go Human Partnership Project
	61. Non-Infrastructure	WRCOG	Hemet	Go Human Partnership Project
San Bernardino	62. Non-Infrastructure	SBCTA	Ontario	Go Human Partnership Project